POSITION DESCRIPTION

Position Title: Science Writer
Organisation Unit: Australian Institute for Bioengineering and Nanotechnology
Position Number: 3032269
Type of Employment: Full time, Continuing (Part time hours negotiable to 80% FTE)
Classification: Hew Level 8

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (60). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

Organisational Environment

The University of Queensland's Australian Institute for Bioengineering and Nanotechnology (AIBN) is a dynamic multi-disciplinary research institute dedicated to developing technology to alleviate societal problems in the areas of health, energy, manufacturing and environmental sustainability. AIBN brings together the skills of more than 450 world-class researchers complimented by an extensive suite of integrated facilities, working at the intersection of biology, chemistry, engineering and computer modelling. With a reputation for delivering translational science, AIBN conducts research at the forefront of emerging technologies, and has developed strong collaborations with leading members of industry, academia and government. AIBN goes beyond basic research to develop the growth of innovative industries for the benefit of the Queensland and Australian economies. Information about the Institute can be accessed on the Institute’s web site at http://www.aibn.uq.edu.au/.

AIBN is committed to supporting the career growth of female researchers and have a number of initiatives to support females in developing and achieving a fulfilling research career at the institute. For more information, please visit our AIBN Women in Science web site at http://www.aibn.uq.edu.au/women.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq

DUTY STATEMENT

Primary Purpose of Position

This position is responsible for providing support to AIBN researchers to capitalize on opportunities for competitive research grants, prizes and awards. As part of the AIBN Research Grants Unit and working with the Institute Executive, this position will be responsible for identifying research funding opportunities, working closely with researchers in the preparation of high quality written applications for grants, fellowships, prizes and awards, and providing strategic advice and training in grantsmanship.

Duties

Duties and responsibilities include, but are not limited to:

- Identify research funding opportunities to maximise research income, including large scale program grants, special initiatives, project grants, fellowships, postgraduate scholarships, and research-related awards and prizes.
• In conjunction with the Institute Executive, work with Group Leaders to understand their individual research programs, and identify and prioritize research activities that require support from the Science Writer to achieve research funding.

• Expert support in the preparation of competitive funding applications, including strategic advice and editorial review of the structure, content, clarity, style and appropriateness of the proposal for the specific funding scheme.

• Editorial support for other research-related written documentation, including but not limited to scientific manuscripts, award and prize nominations, and Institute letters of support.

• Participate in the development and delivery of grantsmanship training workshops for the Institute.

• Fulfill duties of Research Grants Manager, as required, to cover scheduled leave periods.

Other
Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

• the University's Code of Conduct

• requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School

• the adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures

• requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

Organisational Relationships

The position is part of the Research Grants Unit and reports to the Deputy Director (Operations).
SELECTION CRITERIA

**Essential**

- PhD qualification in a relevant scientific discipline or an equivalent combination of relevant experience and/or education/training.
- Extensive knowledge of Australian competitive granting schemes, with specific experience in writing and editing successful funding applications for at least two of the ARC, NHMRC or Queensland State Government.
- Exceptional writing and editing skills, with demonstrated ability to understand and present complex scientific content in a clear and concise manner.
- High level time-management skills, with the ability to work under time pressure on multiple initiatives concurrently.
- Demonstrated communication skills (written and oral), with a proven ability to communicate effectively with a variety of audiences.
- Self-motivated with demonstrated ability to work independently and as part of a team.

**Desirable**

- Experience in writing/editing grant applications for international funding programs.
- Experience in writing/editing research-related award and/or prize nominations.
- Experience in applying for research funding from smaller, specialised funding agencies, foundations or charitable organisations.
- Postgraduate employment experience in a research or research administration role in a relevant scientific discipline, such as cell and tissue engineering, biotechnology, nanomaterials or physical chemistry.

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

This role is a full-time position; however flexible working arrangements may be negotiated.

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.